

## Special Education Due Dates 2012 – 2013

Shaded rows pertain only to districts currently in specific years of the Special Education Continuous Improvement Monitoring System (CIMS)  
 “CIMS Cycle” is posted at: <http://idahotc.com/continuous-improvement-monitoring-system/Documents.aspx>

Missing reporting due dates included below may count against district determinations and or result in a finding of non-compliance.

Due Date	Activity	Description	Contact
Sept. 30, 2012	Early Childhood Transition	Reported at the district level. Reports students who received services from the Idaho Infant Toddler Program and turned 3 between July 1, 2011 and June 30, 2012 and were referred for evaluation to the school district. Instructions & Upload Directions: <a href="http://www.sde.idaho.gov/site/special_edu/datacollection.htm">http://www.sde.idaho.gov/site/special_edu/datacollection.htm</a> All districts must upload a report. If no EC students transitioned, upload an empty report. <i>Charter schools are exempted because they serve no preschool students.</i>	Richard O'Dell 208-332-6919
Oct. 15, 2012	Part B Application	Application for districts is posted at <a href="https://apps.sde.idaho.gov/IDEA/Year/2/Home/Home">https://apps.sde.idaho.gov/IDEA/Year/2/Home/Home</a> under “IDEA Part B and Preschool Application”.	Lester Wyer 208-332-6916
November 2012	Child Count	<i>Special education Child Count data will be obtained through the Special Education file submitted in the ISEE file upload in November.</i> <i>Child Count Manual with codes and definitions:</i> <a href="http://www.sde.idaho.gov/site/special_edu/child_count.htm">http://www.sde.idaho.gov/site/special_edu/child_count.htm</a>	For upload issues contact: 208-332-6923  Lester Wyer 208-332-6916
January 7, 2013	Certification of Child Count Data	<i>Districts, LEAs, and charter schools must submit certification of Child Count data from the November ISEE file upload. Child Count data obtained from the November ISEE upload available December 2012 on the Secure Remote File Manager for review and certification.</i> <a href="https://seciis-2.sde.idaho.gov/remotefilemanager/specialeducation/">https://seciis-2.sde.idaho.gov/remotefilemanager/specialeducation/</a>	Lester Wyer 208-332-6916
Feb. 01, 2013	Exceptional Child Tuition Equivalency	<i>Application for Exceptional Child Tuition Equivalency as provided by Idaho Code §33-1004B.2.</i> <a href="http://www.sde.idaho.gov/site/special_edu/">http://www.sde.idaho.gov/site/special_edu/</a>	Lester Wyer 208-332-6916
Feb. 15, 2013	Child Count Verification File Review List	<b>CIMS Years 1-5:</b> <i>Final day to request changes for Child Count Verification File Review Student List. Changes can only be made if a student has exited the district special education program.</i>	Alisa Fewkes 208-332-6925
Feb. 20, 2013	Child Count Verification File Review	<b>CIMS Years 1-5:</b> <i>Districts must submit student IEPs, eligibility documentation, and invitation to IEP meeting, to be reviewed for verification of compliance, or the maintenance of compliance with IDEA. The SDE will send prior notification of the files required.</i>	Richard O'Dell 208-332-6919
March 1, 2013	Child Count Verification File Review Reviewer Registration	<b>CIMS Year 5 only:</b> <i>District Special Education Director must attend one day training assisting in the Child Count Verification File review during the weeks of March 11 – 29, 2013.</i>	Alisa Fewkes 208-332-6925
March 31, 2013	Survey Contact Information	<i>Final submission of contact information for NCSEAM and Post School Outcomes Surveys on the Secure Server for Monitoring at: <a href="https://seciis-2.sde.state.id.us/remotefilemanager/sped/index.php">https://seciis-2.sde.state.id.us/remotefilemanager/sped/index.php</a></i>	Alisa Fewkes 208-332-6925
May 14, 2013	Correction of Noncompliance from CCV 2012	<b>CIMS Years 2-5:</b> <i>Noncompliance discovered through the March 2012 Child Count Verification must be corrected and verified on the Compliance Tracking Tool.</i>	Richard O'Dell 208-332-6919

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Due Date	Activity	Description	Contact
June 30, 2013	Special Education Discipline Report	<i>Reported at the building level. Reports suspension incidents for students with disabilities. Reports the number of expulsions of students with and without disabilities and whether they received services during the expulsion. Every school building must file the report even if they had no suspensions.</i>	Richard O'Dell 208-332-6919
June 30, 2013	Child Find (Referral to Eligibility 60-day timeline)	<i>Reported at the district level. Reports students, age 3 through 21, for whom parental consent was obtained for an <b>initial</b> special education eligibility assessment, conducted within 60 days of receiving parental consent for the evaluation. Was the eligibility determined within 60 days of receipt of parent consent? If late, how many days late and the reason. Every district must file the report, even if they had no initial referrals.</i>	Richard O'Dell 208-332-6919